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ABSTRACT

The goal of this programmed textbook is to increase efficiency in the use of the University of Colorado libraries through the aid of programmed learning techniques as a means of teaching basic library procedures. The chapters are divided into separate frames, each containing information on some aspect of library usage. These include: the public catalog; subject headings; the catalog card; book locating; periodical literature, reference books, and government documents. (AB)

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ED050788

UNIVERSITY OF COLORADO LIBRARIES

A PROGRAMMED TEXTBOOK

REVISED EDITION

BY

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Boulder, Colorado
University of Colorado Libraries
1970

LI 002 850

UNIVERSITY OF COLORADO LIBRARIES

The goal of this programmed textbook is to increase efficiency in the use of the University of Colorado Libraries through the aid of programmed learning techniques. One hour spent learning basic library procedures now may save many hours of wasted labor later when research papers are due.

The chapters in this book are divided into separate frames, each containing information on some aspect of library usage. These frames are followed by a reinforcement in which at least one active response is required from the reader. The correct answer is given in the right hand margin of the page. The extension of the back cover of this book is to be used as a shield covering the correct answers.

INSTRUCTIONS

1. Before beginning work on each page be sure that the shield covers the answers in the right hand margin unless otherwise instructed.
2. Read carefully the information contained in each frame.
3. Write your responses in the blanks provided.
4. Check your answers by lifting the shield to show the correct answer.
5. If your answer in incorrect, re-read the frame and correct your answer.

UNIVERSITY OF COLORADO LIBRARIES

I.

THE PUBLIC CATALOG

1.

The Public Catalog Room, located on the north end of the main floor, houses the card catalog which serves as the index to the library's book collection. This card catalog contains card entries for over 1,400,000 books and microforms, but does not index periodicals, government publications or phonodiscs and other audio-visuals.

The card catalog is the _____ to the contents of the library.

index

2.

The card catalog is arranged alphabetically in two sections: 1. author-title, and 2. subject. These catalogs indicate holdings in Norlin Library and in the branch libraries elsewhere on campus. Each branch library, whether in Norlin or elsewhere on campus, also has a card catalog, or index, to its own collection.

This divided catalog (author-title and subject) facilitates research in the library and is located in the _____ _____ Room.

Public Catalog

3.

There are three basic approaches to locating materials listed in the card catalog: by author, by title, or by subject. Panel 1, page 2, shows examples of three types of cards that may appear in the catalog for an item in the library's collection. Though the catalog is divided into two physical sections, author-title and subject, there are still three approaches to finding materials: _____, _____, _____.

author, title

subject

4.

Of the three approaches to locating material in the public catalog, the most convenient way to find a specific book is to look up the author's name if it is known. This approach is possibly the best since the author card gives the most complete information about the book through notes printed on the card. All editions of a book in the library are listed under the author's name, but the editions may not be listed under title or subject. Author cards are frequently the only cards which give location notes.

A very effective way of locating a specific book in the card catalog is the _____ approach.

author

UNIVERSITY OF COLORADO LIBRARIES

I. THE PUBLIC CATALOG

PANEL 1

The sciences and philosophy.

B
67
H35
1929a

Haldane, John Scott, 1860-1936.
The sciences and philosophy. Garden City,
N.Y., Doubleday, Doran, 1929.

Title card

SCIENCE - PHILOSOPHY

B
67
H35
1929a

Haldane, John Scott, 1860-1936.
The sciences and philosophy. Garden City,
N.Y., Doubleday, Doran, 1929.

Subject card

CoU

B
67
H35
1929a

Haldane, John Scott, 1860-1936.
The sciences and philosophy. Garden City,
N.Y., Doubleday, Doran, 1929.
x, 330 p. 22cm. (Gifford lectures,
University of Glasgow, 1927-1928)

Also
in
College

CoU

1. Science - Philosophy. I. Title.
(Series)

CoU

Author card
or
Main entry

Twain, Mark, pseud.

see

Clemens, Samuel Langhorne, 1835-1910.

Mineral Research and Exploration Institute
of Turkey

see

Ankara. Maden Tetkik ve Arama Enstitüsü.

Cross
Reference

I. THE PUBLIC CATALOG cont.

5.

Author cards not only indicate all editions of books in the library, but also are frequently the only cards which indicate the location of additional copies in branch libraries or books shelved in reference collections. Author cards are important because they indicate all

_____ of books in the library and indicate the

_____ of additional copies.

editions

locations

6.

An author may write under more than one name. Cross reference cards will lead to the variant names or pseudonyms used by an author, thus linking together the works written by that author. The examples on the lower half of Panel 1, page 2, illustrate cross references.

The type of directive found throughout the card catalog to refer from one form of an entry not used to the form that is used is called a

_____ _____.

cross reference

UNIVERSITY OF COLORADO LIBRARIES

I. THE PUBLIC CATALOG cont.

7.

The author of a book is not necessarily a person. The author is whoever is responsible for the intellectual content of the book and may be a group or a corporate body such as a government, a society, or an institution. The personal or corporate author is sometimes referred to as the main entry, that is, the most complete record of the book in the card catalog. Corporate main entries may include committees, departments, bureaus or other subdivisions of the organization.

A personal author entry or a corporate entry may be called a main entry. In the samples below underline the main entry on each card. Check answers on the reverse of this page.

Z6293 A5 in Ref Dept	American Library Association. Junior Members Round Table. Local indexes in American libraries; a union list of unpublished indexes; ed. by Norma Olin Ireland. Boston, F.W. Faxon, 1947.
HD4918 L3	Bureau of National Affairs, Washington, D.C. The new wage and hour law, by the editorial staff of Labor Relations Reporter.
BF311 C57	Colorado. University. Psychology Dept. Contemporary approaches to cognition; a symposium held at the University of Colorado,
QA273 G4	General Electric Company. Defense Systems Dept. Tables of the individual and cumulative terms of Poisson distribution. Princeton,
016.331 P935o	Princeton University. Industrial Relations Section. The office library of an industrial relations executive, 1943, prepared by,
Z711 W3 1960	Waverley, Keith, 1916- The reference collection, by Keith Waverley and Philip Cass. 3d. ed. Boulder, College Press.

American Library Association. Junior Members Round Table.

Bureau of National Affairs, Washington, D.C.

Colorado. University. Psychology Dept.

General Electric Company. Defense Systems Dept.

Princeton University. Industrial Relations Section.

Waverley, Keith, 1916-

I. THE PUBLIC CATALOG cont.

8.

If the author's name, or its spelling is not known, it is relatively easy to use the title approach in finding a book. Generally, title cards are made for books of fiction and nonfiction for which the title is distinctive, for example Kon Tiki and The Psychology of Adjustment.

The title approach also aids in locating books for which authorship is not ascertainable. In this case, the title card is regarded as the main entry.

The World Almanac and The Three Little Pigs illustrate the kinds of

materials that must be approached in the card catalog by _____.

title

9.

If a book cannot be found by title or author, the subject approach should be used. The subject approach makes it possible to find, filed together, cards for books on a particular topic.

It is possible to ascertain whether or not the library has material on

a topic for research by using the _____ approach.

subject

II.

SUBJECT HEADINGS

1.

It is often impossible to guess exactly what word or phrase to look under in the subject catalog because a subject heading could be phrased in several different ways. The Library of Congress Subject Headings is the authority for the subject headings used in the University of Colorado Libraries. Copies of this book are located in the Public Catalog Room and in the branch libraries. In order to establish uniformity in wording of subject headings in the card catalog, the University of Colorado Libraries use the standardized list of subject headings published by the

_____ of _____.

Library
Congress

2.

This list is especially useful because it will lead from a form of subject heading which is not used to the one that is used. Panel 2, page 7, is a sample page from the Library of Congress Subject Headings. Look at the subject heading "Technological unemployment," on Panel 2, page 7. Since this phrase is not used in the subject catalog, it is printed in

regular type with directions to see _____,

_____ instead.

Unemployment

Technological

3.

On this same panel, look up "Technology." Since this subject heading is actually used in the card catalog, it is printed in: (Check the correct answer).

1. regular type _____
2. boldface type _____
3. italics _____

#2 is
correct

4.

The Library of Congress Subject Headings also cites subdivisions used under broad subject headings to lead to more specific aspects of the subject. These subdivisions are separated from the main subject headings by a dash (-). For instance, on Panel 2, page 7, the first subdivision

under "Technology" is _____.

Bibliography

UNIVERSITY OF COLORADO LIBRARIES

Technical libraries. (*Z675.T3*)
sa Engineering libraries; Industrial art libraries.
x Libraries, Technical.
xx Engineering libraries; Industrial art libraries.

Technical societies. (*T1–4*)
sa Learned institutions and societies; Technology—Societies [*for publications of societies containing contributions to the knowledge of technical subjects*]
x Technological societies.
xx Societies.

Technical terms. *See* Technology—Dictionaries; Technology—Terminology; *also subdivisions* Dictionaries *and* Terminology *under names of sciences, industries, trades, etc.*

Technical writing. *See* Technology—Language.

Technicon. (*MT258*)
xx Piano—Instruction and study.

Technocracy. (*HB87*)
xx Capitalism; Industry—Organization, control, etc.; Machinery in industry; Overproduction; Socialism; Technology.

Technological museums. *See* Industrial museums.

Technological societies. *See* Technical societies.

Technological unemployment. *See* Unemployment, Technological.

Technology. (*T–TX*)
sa Building; Chemistry, Technical; Classification—Books—Technology; Electric engineering; Engineering; Industrial arts; Inventions; Machinery; Manufactures; Mills and mill-work; Mineral industries; Railroad engineering; Technical education; Technocracy; Unemployment, Technological; *also names of specific industries, arts, trades, etc., e. g.* Clock and watch making, Printing, Tailoring.
x Applied science; Arts, Useful; Science, Applied; Useful arts.
xx Industrial arts.
—Bibliography. (*Z7911–7916*)
sa Industrial arts—Bibliography.
—Dictionaries. (*T9–10*)
sa Technology—Terminology; *also subdivision* Dictionaries *under particular industries, e. g.* Mineral industries—Dictionaries.
x Technical dictionaries; Technical terms.
—Early works to 1800. (*T44*)
—Exhibitions. *See* Exhibitions.
—History. *See* Industrial arts—History.
—Juvenile literature. (*T48*)
—Language. (*T11*)
x Technical writing.
—Museums. *See* Industrial museums.
—Philosophy. (*T14*)
sa Machinery in industry.
xx Machinery in industry.
—Societies.
xx Technical societies.
—Subject headings. *See* Subject headings—Technology.
—Terminology. (*T9–10*)
sa Industrial arts—Terminology.
x Technical terms.
xx Technology—Dictionaries.

Teco Indians. (*F1219*)
x Cuitlatecos.
xx Aztecs; Indians of Mexico.

Tecpanecas. *See* Tepanecas.

Teda language.
xx Kanuri language.

Teeswater cattle. *See* Shorthorn cattle.

Teeth. (*Comparative anatomy, QL858; Human anatomy, QM511; Somatology, GN209*)
sa Dentistry; Dentition.
x Anatomy, Dental; Dental anatomy; Odontography; Odontology; Stomatology.
xx Beauty, Personal; Dentistry; Dentition; Mouth.
—Abnormities and deformities. (*RK521*)
sa Teeth—Mutilation.
x Orthodontia.
xx Dentistry, Operative.
—Care and hygiene. (*RK61*)
sa Toilet preparations.
x Dental hygiene; Hygiene, Dental.
—Diseases. (*RK301–480*)
sa Mouth—Sepsis; Therapeutics, Dental; X-rays in dentistry.
x Caries, Dental; Dental medicine; Dental pathology; Medicine, Dental; Pathology, Dental; Stomatology; Toothache.
xx Therapeutics, Dental.
—Extraction. (*RK531*)
sa Dentistry, Operative.
xx Dentistry, Operative.
—Mutilation. (*GN419.2*)
xx Teeth—Abnormities and deformities.

Teeth (in religion, folk-lore, etc.) (*Folk-lore, GR489; Religion, BL325.T*)
x Folk-lore of teeth.

748423—48——69

II. SUBJECT HEADINGS cont.

5.

There are many standard subdivisions for forms or types of material which are used with various subject headings. Some of the form subdivisions are: - Bibliography, - Collections, - Dictionaries, - History, - Indexes, - Yearbooks. (For a list of form subdivisions consult the preface of Library of Congress Subject Headings).

These form _____ are especially useful for finding reference books such as bibliographies or dictionaries in a subject field (for example: Technology - Bibliography).

subdivisions

6.

Webster's New International Dictionary, for example, is listed in the catalog under "English language - Dictionaries."

The Cambridge History of English Literature is listed under "English literature - History and criticism."

To find a bibliography of the writings by and about Thoreau, look in the subject catalog under: (Check the correct answer)

1. Thoreau, Henry David, 1817-1862 - Bibliography _____
2. Bibliography of Henry David Thoreau, 1817-1862 _____
3. Bibliography - Thoreau, 1817-1862 _____

#1 is correct

7.

Subject headings in The Library of Congress Subject Headings are often followed by see also, abbreviated sa, references. See also means that there will be related material under the other subject headings listed.

These _____ _____ references are extremely useful because they serve as guides to finding information which might otherwise be missed.

see also

The first sa reference under "Technology" is _____.

Building

8.

Since see also references are not used in the card catalog itself, it is essential to use The _____ of _____ _____ _____.

Library Congress Subject Headings

UNIVERSITY OF COLORADO LIBRARIES

III.

THE CATALOG CARD

1.

The catalog card not only indexes, but describes and locates items in the library's collection. Panel 3, page 10, presents a sample catalog card. This card illustrates how a book is described physically and by subject content. The first item on this catalog card is the personal author; if there are several authors, only the first author is named here.

The personal author on the catalog card shown on Panel 3, page 10,

is _____, _____.

Recalling that an author is not always a person, return to page 4 and

list the corporate author on the first card shown there: _____

_____.

Patrick,
Fitzgerald

American Library
Association.
Junior Members
Round Table.

2.

The main entry may be easily recognized because it appears on the same line as the first line of the call number.

On the sample card on Panel 3, page 10, Patrick, Fitzgerald, is the

main entry, or the _____ author, and appears on the

catalog card on the same line as DA which is the _____ line

of the _____ _____.

personal

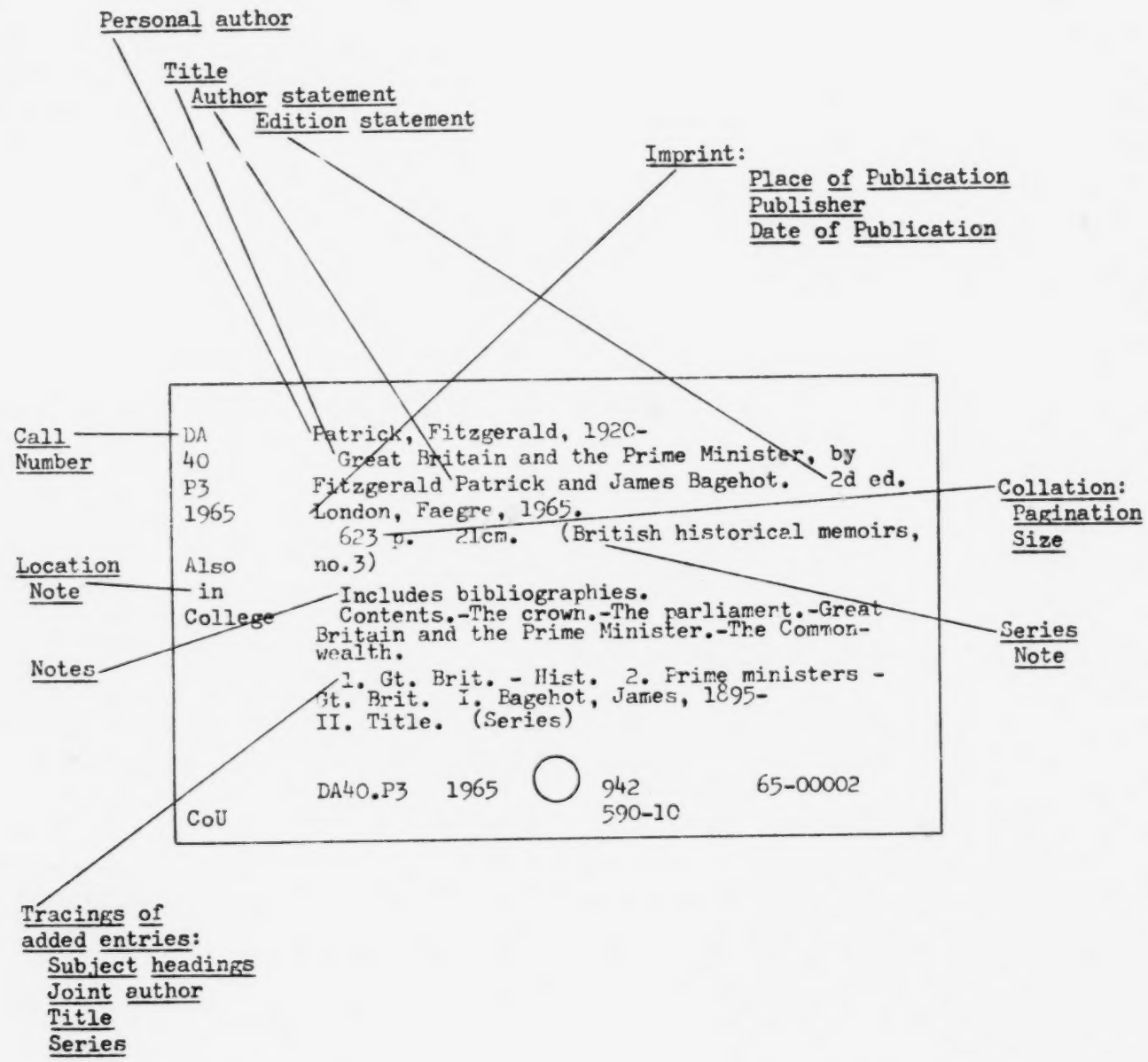
first

call number

UNIVERSITY OF COLORADO LIBRARIES

III.
THE CATALOG CARD

PANEL 3



Note: Information below the "tracings" on this fictitious card is used by the library staff.

III. THE CATALOG CARD cont.

3.

In addition to listing the author, personal or corporate, a catalog card also contains an author statement following the title when two or more persons have contributed to the book's intellectual content - joint author, editor, translator, - etc.

On the sample card on Panel 3, page 10, the joint author is

_____.

James Bagehot

4.

Following the author statement, an edition statement may often be found. The edition statement is useful for locating a specific text, revision, or translation.

On the sample catalog card on Panel 3, page 10, the edition statement

is _____.

2d ed.

5.

The imprint (i.e., place of publication, the name of the publisher, and the date of publication) completes the information in this first paragraph. The imprint is important as a means of identification and sometimes may indicate the reputability of the publication:

a. The place of publication, particularly if it is not a large publishing center, may suggest a possible local point of view of the author.
b. The publisher's name may be an indication of the quality of the subject matter of the book.
c. The date suggests the timeliness of the material presented.

On Panel 3, page 10, the sample catalog card gives publication information. This is called the _____.

imprint

6.

The collation paragraph describes the book physically in terms of the number of pages or volumes, illustrative material, and size. If the book is a part of a planned sequence of works, a series note will always close the collation paragraph.

In the collation paragraph of the catalog card shown on Panel 3, page 10, the information describes the book physically, including the

_____ of pages or volumes.

number

III. THE CATALOG CARD cont.

7.

Notes on the catalog card may further describe the book. This description may consist of printing or publishing history, bibliographic notes, and may even indicate subject or title content. These notes are especially important in finding additional material on a subject (bibliographies) and in locating particular titles within collected works (contents notes).

Two useful descriptive notes found on catalog cards are

_____ and _____ notes.

bibliographic
contents

8.

The numbered items on the bottom of the card are called tracings. These indicate that there are additional entries for the book under each of the headings listed. The subject-heading tracings (those with Arabic numbers) may be used to find other books in the Library on the same subject.

The subject headings for the book described in the tracings on the catalog card on Panel 3, page 10, are _____ - _____, and _____ _____ - _____.

These subject headings will also lead to _____ material on these topics.

Gt. Brit. - Hist.
Prime Ministers
- Gt. Brit.

additional, more
related, other

9.

The call number on the upper left hand corner of the catalog card locates the book in the collection. This number must be used in its entirety since it appears in the same form on the spine, or on the front cover of the book.

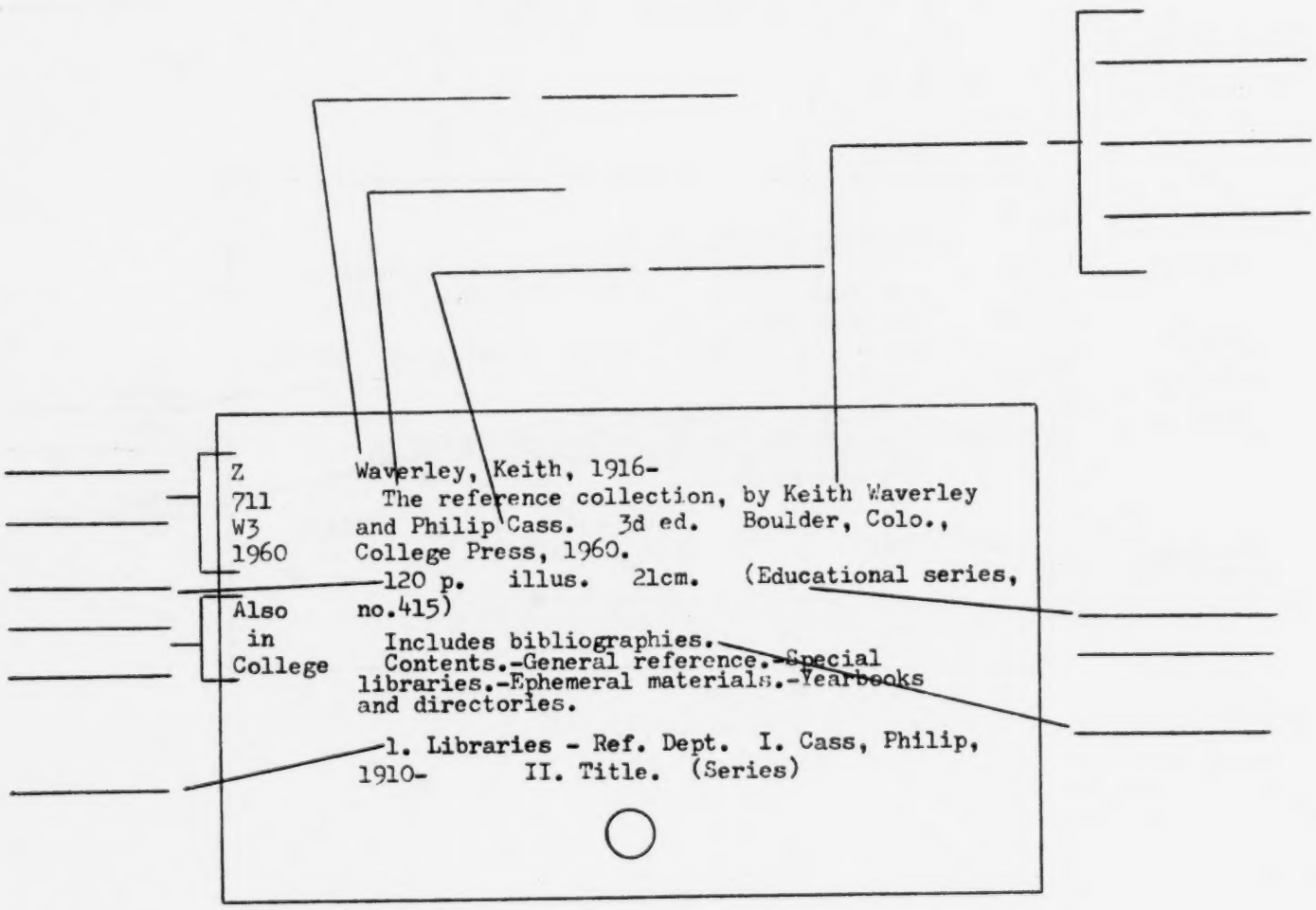
The location device, printed on the upper left hand corner of the catalog card and repeated exactly on the spine or on the front cover of the book, is the _____ _____.

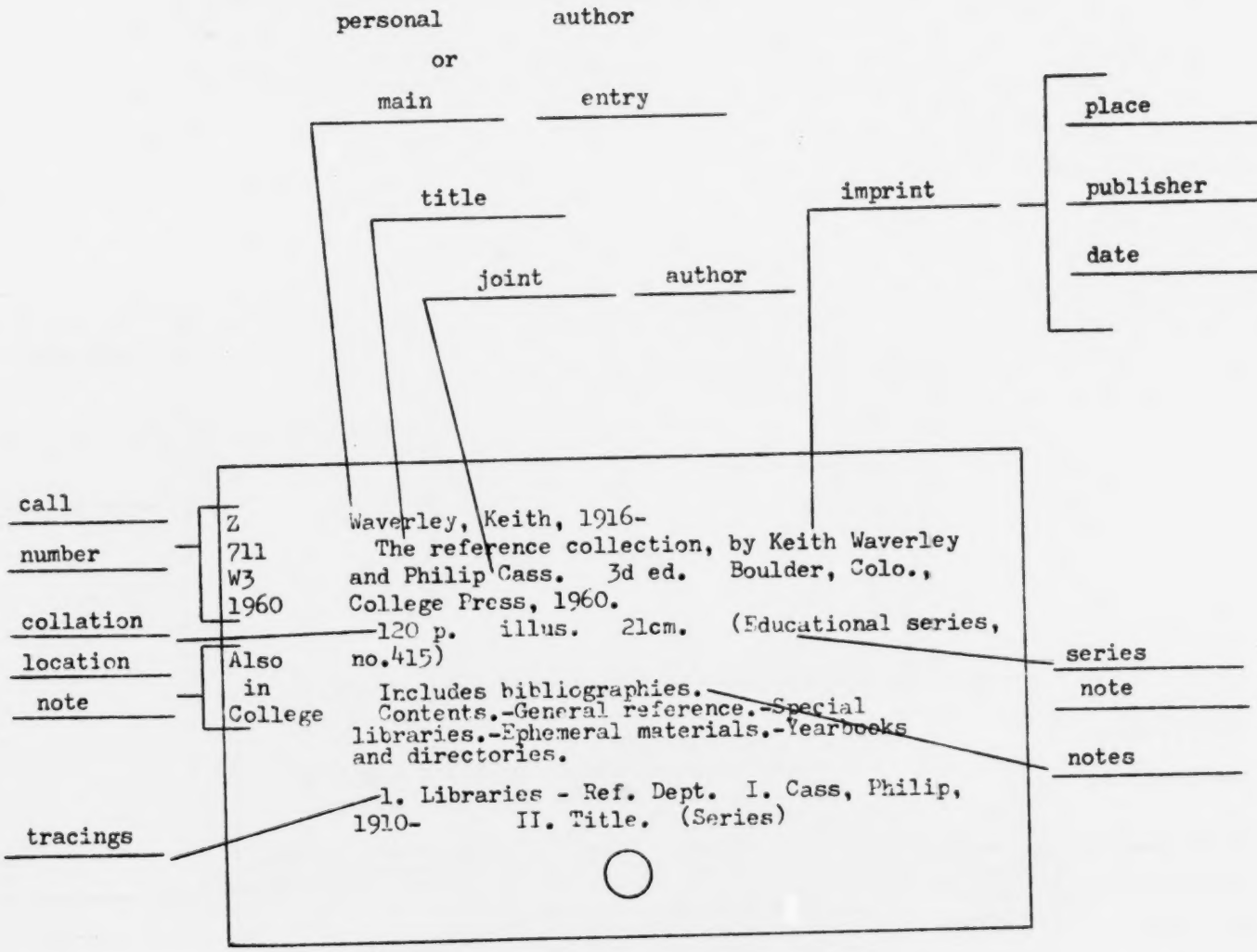
call number

III. THE CATALOG CARD cont.

10.

On the catalog card on this page, label the lines with the appropriate terms identifying the items on a catalog card. Turn to the reverse of this page to check your answers.


Z
711
W3
1960
Also
in
College
Waverley, Keith, 1916-
The reference collection, by Keith Waverley and Philip Cass. 3d ed. Boulder, Colo., College Press, 1960.
120 p. illus. 21cm. (Educational series, no.415)
Includes bibliographies.
Contents.-General reference.-Special libraries.-Ephemeral materials.-Yearbooks and directories.
1. Libraries - Ref. Dept. I. Cass, Philip, 1910- II. Title. (Series)


personal author
or
main entry
title
joint author
imprint
place
publisher
date
call number
collation
location note
tracings
series note
notes
Z 711 W3 1960
Waverley, Keith, 1916-
The reference collection, by Keith Waverley and Philip Cass. 3d ed. Boulder, Colo., College Press, 1960.
120 p. illus. 21cm. (Educational series, no.415)
Also in College
Includes bibliographies.
Contents.-General reference.-Special libraries.-Ephemeral materials.-Yearbooks and directories.
1. Libraries - Ref. Dept. I. Cass, Philip, 1910- II. Title. (Series)

UNIVERSITY OF COLORADO LIBRARIES

IV.

LOCATING BOOKS

1.

In order to locate a book, the most important information on the catalog card is the call number. The number is printed in the upper left hand corner of the card and consists of two or more lines.

Check Panel 4, page 15; the call number on the first card is:

_____

_____

_____

_____

DA
530
T7
1937

2.

The first part of the call number serves as the subject classification and brings together books on the same subject. For example, see the following analysis of the Library of Congress classification number, DA530:

D - the letter that indicates Universal and Old World History
DA - history of Great Britain
DA530 - history of Great Britain, general works on the 19th century.

As is shown in Panel 4, libraries frequently type this subject classification unit in two lines for ease of reading. In this library, both one and two line forms of the subject classification unit will be found in the card catalog.

The first unit in the call number indicates the _____ classification.

subject

UNIVERSITY OF COLORADO LIBRARIES

PANEL 4
EXAMPLES OF LIBRARY OF CONGRESS AND DEWEY
CALL NUMBERS

DA
530
T7
1937

Also
in
College

Trevelyan, George Macaulay, 1876-
British history in the nineteenth century and after (1782-1919) New ed. London, New York, Longmans, Green [1937]
xvi, 512 p. illus., maps. 23cm.

1. Gt. Brit. - Hist. - 19th cent.
2. Gt. Brit. - Hist. - 20th cent.

CoU(LC)

942.07
M366h

Also
in
College

Martineau, Harriet, 1802-1876.
A history of the thirty years' peace. A.D. 1816-1846. By Harriet Martineau.... London, G. Bell and sons, 1877-78.
4 v. 18½cm. (Half-title, v.2-4: Bohn's standard library)
"The first book, excepting the portion on the Spanish American colonies, was Mr. Knight's composition."--Preliminary notice.
Contents.-v.1. From 1816-1824.-v.2. From 1814-1833.-v.3. From 1830-1841.-v.4. From 1837-1846.

1. Gt. Brit. - History - 19th century.
I. Knight, Charles, 1791-1873.

UNIVERSITY OF COLORADO LIBRARIES

IV. LOCATING BOOKS cont.

3.

The next unit of the call number serves as a "code" composed of numerals and letters which bring together books by the same author. Occasionally there is a fourth line which gives a date or an edition number separating that particular edition of the title from other editions of the same title in the library.

The call number for each book in the library is unique to that particular book and is composed of letters and numerals which convey certain information about the book, such as: _____ classification

and a "code" for the name of the _____.

subject

author

4.

In the University of Colorado Libraries books are classified according to two different classification schemes: either the Library of Congress System or the Dewey Decimal System. Because the Library of Congress scheme is better suited to the needs of a university research library, the change from the Dewey Decimal System to the system used by the Library of Congress began in 1958.

Therefore, the newer books in the library are classified in the

_____ ____ _____ system whereas most

books received before 1958 will be classified in the _____

_____ system.

Library of Congress

Dewey Decimal

IV. LOCATING BOOKS cont.

5.

The Library of Congress Classification System is based on the alphabet whereas the Dewey Decimal System is based on the ten decimal numbers, zero through nine.

a. The call number of a book classified according to the Library of Congress System always begins with a letter of the alphabet, for example, PS3511
.A6B15

b. The call number of a book classified according to the Dewey Decimal System always begins with a numeral, for example,
809.2
M433

Because both systems use a mixture of letters and numerals, it is only the first unit which indicates the major subject classification in each system.

See Panel 4, page 15. On card 1, the subject classification line is

_____. This call number begins with a letter of the alphabet; therefore, it is obvious that the book is classified according to the

_____ _____ _____ system.

DA530

Library of Congress

6.

On card 2, Panel 4, page 15, the subject classification line is

_____. (900 - history; 940 - European history; 942 - English history.) This is an example of the first unit in a call number in the _____ _____ system.

942.07

Dewey Decimal

7.

It is always necessary to copy the entire call number, not just the first unit, in order to find the book on the shelves. Most of the books and bound periodicals in the library are shelved according to the call number which is lettered on the spine or on the front cover of the book. Titles in related subject areas are thus shelved together either in the tiers (levels of the book stacks) or in the branch libraries.

For example, QA, the Library of Congress classification for mathematics, and 510, its Dewey equivalent, are shelved in the Math-Physics Library together with physics books and periodicals.

The _____ _____, which is a locating device for finding a specific book, is printed in the upper left-hand corner of the catalog card and is lettered on the _____ or on the _____ cover of the book.

call number

spine

front

IV. LOCATING BOOKS cont.

8.

Books are shelved in block call number sequence according to the first unit, or the subject classification line, of the call number, then by the second unit, and so on. If the book is not shelved in its block call number order, the correct location is indicated by a notation on the catalog card:

in Honors or in Bus or in College

If there are copies of the book shelved in other locations <u>in addition</u> to the copies shelved by block call number, there will be a note such as:

Also in College

The correct location for a book not shelved by block call number is indicated by a note on the catalog of author card. According to the location note on the sample card, panel 4, page 15, an additional copy of the book by Trevelyan is found in the College Library.

9.

A location chart and a directory of the University of Colorado Libraries are on the wall near the Circulation Desk. See Panel 5, page 20, and Panel 6, page 21, which are copies of these charts. The Location Chart which is divided into two columns, Library of Congress and Dewey, shows the location of block call numbers according to the first unit of the call number.

According to the Location Chart, a book with the call number

PS3511
A6B15 is shelved on tier six.

A bound volume of a periodical with the call number 510.5 M423 would be in the Math-Physics Library which is a branch library located in room 117, Physics of the _____ Building.

(See the Directory, page 21)

IV. LOCATING BOOKS cont.

10.

If a book cannot be located, ask for help at the Circulation Desk.
a. If the book is charge out, it may be called in.
b. If the book is not charged out, a tracer to locate the book may be initiated.

When a book is not on the shelf or charged out, a _____ may be initiated at the Circulation Desk.

tracer

UNIVERSITY OF COLORADO LIBRARIES

LOCATION CHART

PANEL 5

LIBRARY OF CONGRESS
(LC) Classification:

A - AM	Tier 2
AP	Tier 1-2
AS - AZ	Tier 2
B - BD	Tier 2
BF	Science Library
BH - BX	Tier 2
C	Tier 2
D - DD	Tier 2
DE - E 183	Tier 3
E 184 - F	Tier 4
G - GA	Tier 4
GB - GC	Earth Science Library
GF - GT	Tier 4
GV	Education Library
H - HA	Tier 4
HB - HC	Tier 4
HD 1 - HD 81	Business Library
HD 82 - HD 2320	Tier 4
HD 2321 - HD 4800	Business Library
HD 4801 - HD 8999	Tier 4
HD 9000 - HD 9999	Business Library
HE - HF	Business Library
HG 1 - HG 199	Business Library
HG 200 - HG 1499	Tier 4
HG 1500 - HG 9999	Business Library
HJ	Tier 4
HM - HX	Tier 4
J	Tier 4
K	Tier 4
L	Education Library
M	Tier 7
N	Art-Architecture Library
P - PB	Tier 4
PC - PS 1299	Tier 5
PS 1300 - PZ	Tier 6
Q	Science Library
QA - QC	Math-Physics Library
QD	Science Library
QE	Earth Science Library
QH - QR	Science Library
R	Science Library
S	Tier 6
T 1 - T 995	Engineering Library
T 1953 - to date	South Tier 1
TA - TP	Engineering Library
TR	Art-Architecture Library
TS	Engineering Library
TT	Art-Architecture Library
TX	Tier 6
U	Tier 6
V	Tier 6
Z - Z 4999	Tier 6
Z 5000 - Z 9999	Tier 3
Oversize	South Tier 5

DEWEY Classification:

000-049	Tier 6
050	Tier 1
051-059	Tier 6
100-129	Tier 6
130-139	Science Library
140-149	Tier 6
150-159	Science Library
160-199	Tier 6
200-299	Tier 6
300-329	Tier 6
330-331	Tier 6
332	Business Library
333-337	Tier 6
338	Business Library
339	Tier 6
340-351	Tier 6
352-367	Tier 7
368	Business Library
369-378.787	Tier 7
378.788 A - C	South Tier 1
379	Tier 7
380-389	Business Library
390-399	Tier 7
400-499	Tier 7
500-509	Science Library
510-539	Math-Physics Library
540-548	Science Library
549-569	Earth Science Library
570	Science Library
571-573	Tier 7
574-599	Science Library
600-609	Engineering Library
610-619	Science Library
620-629	Engineering Library
630-649	Tier 7
650-654	Business Library
655	Tier 7
656-659	Business Library
660-699	Engineering Library
700-779	Art-Architecture Library
790-824.79	Tier 7
824.80-917	Tier 8
918-999	Tier 9
Oversize	South Tier 5

NOTE: This is a sample and may not reflect recent changes.

UNIVERSITY OF COLORADO LIBRARIES

D I R E C T O R Y

PANEL 6

Administrative Offices	Room 105	North
Archives	Sub-tier 2	East
Arctic and Alpine Institute Library	PSRB-1	East Campus
Art and Architecture Library	Architecture Bldg Rm 4	Campus
Audio-Visual Center	College Library	East Reading Rm 16
Business Library	Business Bldg Rm 314	Campus
Catalog Maintenance and Preservation	Basement	South
Cataloging Department	Basement	North
Circulation Desk	Main Floor	Center
College Undergraduate Library	Main Floor	South
Colorado Technical Reference Center	Room 248	South
Earth Science Library	Geology Bldg Rm 204	Campus
Education Library	2nd Floor	North
Engineering Library	EC CRO 28	Eng. Center
Faculty Delivery Service	Main Floor	Center
Government Documents Library	Tier 1	East
Graduate Study Room	Tier 7	North
Human Relations Area Files (HRAF)	Reference Department	Main Floor
High Altitude Observatory Library	HAO 236	Campus
Honors Library	Basement	South
Interlibrary Loan Department	Room 109A	Center
Law Library	Fleming Law Bldg	Campus
Map Library	Guggenheim 1 & 7	Campus
Math-Physics Library	Physics Bldg 117	Campus
Microforms Room	Tier 1 (Gov't. Docs.)	East
Music Library	3rd Floor	South
Newspapers	Tier 1	Center
Order Department	Basement	North
Periodicals Room	Tier 1	Center
Photoduplication Services	Basement	Center
Public Catalog Room	Main Floor	North
Rare Books Room	Room 401	North
Reference Department	Main Floor	North
Reserve Books Section	Main Floor	South
Science Library	Hunter 117	Campus
Serials Department	Basement	North
Technical Reports Center	Tier 1 (Gov't. Docs.)	East
Typing Room	Room 232	Center
Western History Collection	Sub-tier 2	East

NOTE: This is a sample and may not reflect recent changes.

UNIVERSITY OF COLORADO LIBRARIES

V.

PERIODICAL LITERATURE

1.

Just as the card catalog is an index to the book collection, printed periodical indexes list the contents of magazines by author and subject and sometimes by title. These indexes give complete citations (title, volume, page, and date) to the periodicals in which the articles will be found. Subject fields usually have special indexing tools to the periodical literature in the field, i.e., Education Index, Engineering Index, Chemical Abstracts, and others.

The Readers' Guide to Periodical Literature, however, is the most frequently used and the most general _____ to periodicals.

index

Periodical indexes may be used either to find a list of articles about a particular _____ or by a particular _____.

subject
author

2.

In Norlin Library one set of the Readers' Guide is shelved in the Reference Department, and another set is shelved in the College Library. This index began publication in 1900, and cumulative volumes keep it up to date to within a few weeks of the present.

Valuable time can be saved in searching for periodical articles if one of the printed periodical _____ is used. The most general index is called the _____ _____ _____ _____ _____ and is found in the College Library or in the _____ Department.

indexes

Readers' Guide to Periodical Literature

Reference

3.

Although the Readers' Guide indexes more than 100 periodicals, many scholarly journals will be indexed only in specialized reference tools.

If a periodical is not indexed in the Readers' Guide to Periodical Literature, ask a librarian where that periodical is _____ (Education Index, Art Index, etc.) and consult that book.

indexed

V. PERIODICAL LITERATURE cont.

4.

Articles which have been read previously in a periodical for which the title or date has been forgotten can be located again by using the subject approach in the Readers' Guide to Periodical Literature, or a similar index.

The reference source which can be used to supply this bibliographical information is a _____ _____.

periodical index

5.

The arrangement of the Readers' Guide to Periodical Literature is typical of other periodical indexes. Articles are entered alphabetically in the Readers' Guide under the surname of the author and under as many subject entries as are necessary. The following are samples of author and subject entries from the Readers' Guide.

(1)

MCNALLY, Tom
Conflict on the Chesapeake
Field & S 60:56+ Je '55

(2)

GAME laws
Conflict on the Chesapeake
T. McNally, il. Field & S
60:56+ Je '55

In the illustration above, no. 1 is the _____ entry; no. 2, the _____ entry.

author

subject

6.

In the author entry in frame 5, the author's name is given first as a heading on a line by itself in boldface type; under the author is the title of the article, the name of the magazine (abbreviated) and some figures (60:56+ Je '55). The figure before the colon is the number of the volume; the figures following the colon indicate the pages of the article; and the final figure is the _____ of the publication.

year; date

7.

The subject entry for the article listed in frame 5 ("Conflict on the Chesapeake") cites the _____ heading first, on a line by itself. The entry is similar to the _____ entry except that the author's name follows the title.

subject

author

V. PERIODICAL LITERATURE cont.

8.

It is important to copy the complete citation for the desired article; otherwise, a second search may be necessary to find the information for bibliographies or footnotes.

In order to prepare a bibliography or footnote a reference, it is necessary to copy the complete _____.

citation or entry

9.

A list of abbreviations as well as a list of the periodicals indexed is printed in the front of the Readers' Guide to Periodical Literature.

Most reference books contain a list of _____ used within the text, such as il., diag., bibliog., to indicate that the article is accompanied by _____, _____, _____.

abbreviations

illustrations
diagrams
bibliographies

10.

Panel 7, page 25, is a page from the Readers' Guide to Periodical Literature. To find general articles on air pollution, look under "air pollution" on Panel 7. The first article cited would be found in _____ _____ (title of the periodical), volume no. _____, page no. _____ for the date _____.

Science Digest

67, 39
Jan. 1970

UNIVERSITY OF COLORADO LIBRARIES

PANEL 7

READERS' GUIDE TO PERIODICAL LITERATURE

Air cushion train effort quickens. H. Dyckoff. il Aviation W 92:47-51 F 2 '70
Amazing Air cycle. E. H. Arctander. il Pop Sci 196:53-5 Mr '70
Leading international ground effect machines; tables (cont) Aviation W 92:131 Mr 9 '70
Your second car/boat: a Hovercraft? E. H. Arctander. il Pop Sci 196:30 Ja '70

AIR filters
Breathe easier with a home air cleaner. il Pop Mech 133:182-3 F '70

AIR force academy. See United States air force academy, Colorado Springs

AIR freight service
Lockheed mass cargo system (cont) D. A. Brown. il Aviation W 92:32-4 Ja 19 '70
See also
Animals—Transportation
Flying Tiger line, inc.

AIR Inter (airline) See Airlines—France

AIR pilots
See also
Airplane crews
Aviation—Physiological aspects

Training

Arab pilots to train at Wheelus. E. H. Kolcum. il Aviation W 92:14-16 Mr 23 '70
Libya faces problems of obtaining qualified pilots for fifty Mirages. Aviation W 92:67+ Ja 26 '70

AIR piracy. See Airplane hijacking

AIR pollution
Coming: ice-free Arctic? Sci Digest 67:39 Ja '70
Escape from pollution; the Adirondacks; address, June 3, 1969. V. J. Schaefer. il Cons 24:8-11 F '70
Some burning questions about combustion. T. Alexander. il Fortune 81:130-1+ F '70
See also
Automobile engines—Exhaust
Jet airplane engines—Exhaust
Plants, Effect of air pollution on
also subhead Air pollution under names of cities, e.g. San Francisco—Air pollution

Control

Air pollution control news. See issues of American city
Driving with methane. E. Gross. il Sci N 97: 73-4 Ja 17 '70
Fill 'er up with antismog gasoline. il Bsns W p24 F 7 '70
Grime doesn't pay, but clean air does. Nations Bsns 58:15 F '70
How to prevent air pollution indoors. il Good H 170:183 Ap '70
Less pollution from automobiles? U S News 68:12 F 16 '70
New engineering: priorities for the 70's; address, January 14, 1970. E. N. Cole. Vital Speeches 36:236-40 F 1 '70
New York's fight against pollution. N. Cousins. il Sat R 53:53-4+ Mr 7 '70
Planning Philadelphia's air; three-state Philadelphia air quality control region. Sci N 9:243 Mr 7 '70
Progress in abating air pollution. P. H. Abelson. Science 167:1567 Mr 20 '70
Wanted: a pulp mill deodorant. Bsns W p 102 F 21 '70

Study and teaching

Our eighth graders tackled air pollution. J. L. Brown il Todays Ed 59:60-1 F '70

AIR raids
See also
Israeli-Arab war, 1967- —Aerial operations
Vietnamese war, 1957- —Aerial operations

AIR reduction company
Why they weren't the last to know: Airco chemicals & plastics div. employees Bsns W p 17-18 Mr 7 '70

AIR safety. See Aviation—Safety devices and measures

AIR traffic control
Automation creeps in; national air space system. il Sci N 97:340 Ap 4 '70
Cost tests delay airspace system plans. D. C. Winston. il Aviation W 92:70 F 9 '70
Life saver: corridors for high-speed aircraft. R. B. Parke. Flying 86:44 Ja '70
Tame blue yonder. il Nations Bsns 58:76-8+ Mr '70
Taming radar weather clutter. H. L. McFann. il Electr World 83:44-5 Ja '70
Understaffing since about 1965; excerpts from the final report of the Air traffic controller career committee. U S News 68:26 Ap 13 '70
See also
Artificial satellites—Air traffic control applications
Transponders

AIR traffic controllers (persons)
FAA acts to improve controller program. J. P. Woolsey. Aviation W 92:19 F 16 '70
Real issue in air slowdown; with excerpts from report of the Air traffic controller career committee. il U S News 68:24-6 Ap 13 '70
See also
Professional air traffic controllers organization

AIR transportation, Military. See Transportation, Military

AIR travel
Jumbo jets: how they're doing. il U S News 68:44 Mr 16 '70
New world of air travel. B. Kocivar. il Mlle 70:215-18 Mr '70
Travel in the '70s. K. Ludvigsen. Mech Illus 66:44-5 Ja '70
Winter air fares lower than ever. il Travel & Camera 33:20+ F '70

Taxation

Supreme court in Montana voids state tax on airline passengers. Aviation W 92:34 Ja 26 '70

AIR travel with children. See Travel with children

AIR West, Inc.
Air West plans stock issue to assure its sale to Hughes. Aviation W 92:29 Mr 23 '70
Hughes purchase of Air West near completion; suit possible. Aviation W 92:27 Mr 30 '70

AIRCO. See Air reduction company

AIRLINE hostesses See Airlines—Hostesses

AIRLINE maintenance. See Airplanes—Maintenance and repair

AIRLINE passenger head taxes. See Air travel —Taxation

AIRLINES

Advertising

Eastern seeks to exploit stronger markets. R. S. Kahn. Aviation W 92:25-6 F 16 '70

Automation

Airlines test automated seat selection. R. S. Kahn. il Aviation W 92:30 Mr 2 '70
Automated ticketing systems tested. R. S. Kahn. Aviation W 92:32-3 F 9 '70
Computer handles twelve operations for SAS. Aviation W 92:61 F 2 '70
See also
Airlines—Luggage handling
Airlines—Reservation systems
Computers—Airline applications

Captains

See also
Yadven, A.

Consolidations and mergers

American way; American airlines plan to absorb Trans-Caribbean airways. Newsweek 75:70 F 2 '70
Delta, National bid CAB consider alternatives to Northeast merger. Aviation W 92: 28 F 23 '70
Hawaii merger plan poses monopoly vs. subsidy issue; proposed merger of Hawaiian and Aloha airlines. R. G. O'Lone. Aviation W 92:32 Ja 26 '70
Mating season: American airlines to purchase Trans Caribbean. Time 95:65 F 2 '70

Employees

See also
Airlines—Hostesses

Fares

Bargain-hunting for air fares. Sunset 144:37-8 Ja '70
By air to Tokyo, the choices. il Sunset 144:27 Ja '70
CAB girds for major fare investigation. Aviation W 92:35-6 Mr 16 '70
How cheaply can you fly? Bet Hom & Gard 48:19 Ja '70
New triangle fares take in Hawaii. Sunset 144:32 F '70
Survival is issue in clash over bulk fares. R. G O'Lone. il Aviation W 92:179+ Mr 9 '70
Three-part fare review planned. H. D. Watkins. Aviation W 92:29-31 F 9 '70
U.K. fare increase. Aviation W 92:26 F 16 '70
Who sets the plane fares? K. G. J. Pillai. il Nation 210:177-80 F 16 '70
Winter air fares; lower than ever. il Travel & Camera 33:20+ F '70

Anecdotes, facetiae, satire, etc.

Airline rate war. A. Buchwald. il Holiday 47: 88 F '70

Federal aid

See also
Local service airlines—Federal aid

Finance

Transportation: with yardsticks of management performance. il Forbes 105:179-80 Ja 1 '70

V. PERIODICAL LITERATURE cont.

11.

The same type of indexing arrangement is used in specialized indexes or abstracting services for various subject fields. If the articles indexed in the Readers' Guide are too general or too elementary, one of the specialized indexes (some of which are listed below) may index articles which are more scholarly or more detailed. The reference librarians can suggest other possible sources.

ART INDEX

BIOLOGICAL ABSTRACTS

BUSINESS PERIODICALS INDEX

CHEMICAL ABSTRACTS

EDUCATION INDEX

MUSIC INDEX

PHYSICS ABSTRACTS

PSYCHOLOGICAL ABSTRACTS

PUBLIC AFFAIRS INFORMATION SERVICE (PAIS)

SOCIAL SCIENCES AND HUMANITIES INDEX

If the articles listed in the Readers' Guide on cancer research are too general or too elementary, which two of the special indexes listed above would be likely to lead to more advanced or technical information:

_____

_____

Chemical Abstracts
Biological Abstracts
PAIS

12.

After a list or bibliography of appropriate periodical articles has been compiled, the next step is to locate these periodicals in the library. It is important to remember that back issues, which are bound, and current issues, unbound, are usually in different locations. Bound periodicals are shelved in the same area with books on related subjects

in an attempt to keep materials on the same _____ together. In fact, bound volumes of periodicals are treated exactly like

other books and are shelved in _____ _____ sequence.

subject

call number

V. PERIODICAL LITERATURE cont.

13.

Current issues of journals which are general in nature or which are related to the social sciences or humanities are shelved in a special alphabetical section of the general Periodicals Room. Current issues of journals in other subject fields are shelved in a special alphabetical section of the appropriate branch library. An exception is the College Library which usually does not contain current issues. Last week's issues of Time, a general news magazine, will be found in

_____ sequence in the general _____ Room, but one would expect to find the latest issue of Today's Education in

the _____ Library.

alphabetical
Periodicals
Education
or
Branch

14.

The call number, locations, and holdings for a periodical title are usually NOT found in the card catalog. Instead, there is a printed book catalog called the Catalog of Serials which gives this information for approximately 30,000 periodical (or serial) titles including some government documents and newspapers. Copies of the Catalog of Serials are located in the Public Catalog Room and at all service desks throughout the library system.

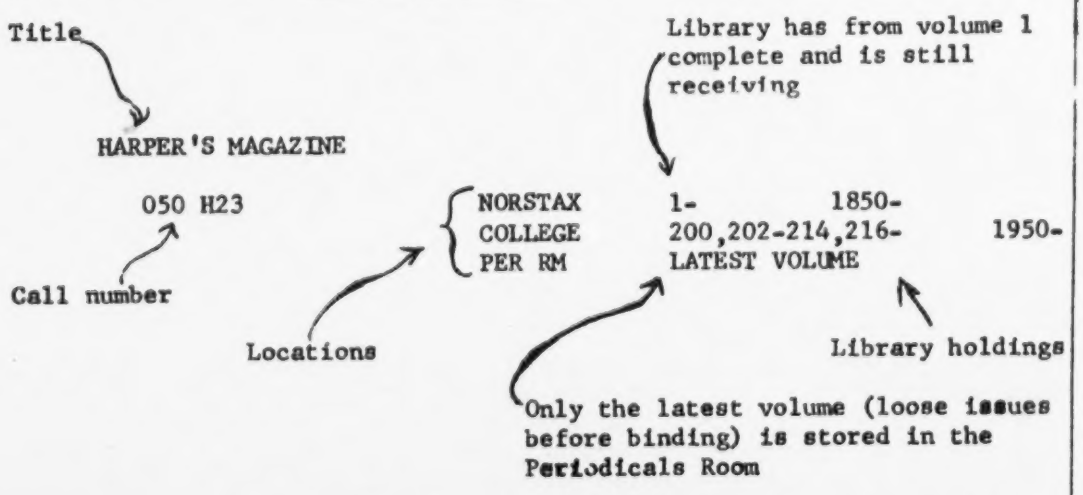
Periodicals are located through use of the _____ ___ _____

and are generally not listed in the _____ _____.

Catalog of
Serials
card catalog
or
public catalog

15.

A sample entry from the Catalog of Serials is printed below:



Duplicate sets or microform copies for many of the heavily used periodicals have been purchased by the library; therefore, more than one location may be noted. According to the above entry, bound volumes of Harper's will be found under the call number 050 H23 in the following two locations:

_____ and _____. In order to find the volumes in Norlin Stacks (Norstax) it would be necessary to check the location chart exactly as though you were looking for a book. If the current issues are in the general Periodicals Room rather than in a branch library, there will be a special note for "Latest Volume." Current issues of Harper's

will be found in the _____ _____.

Norstax
College

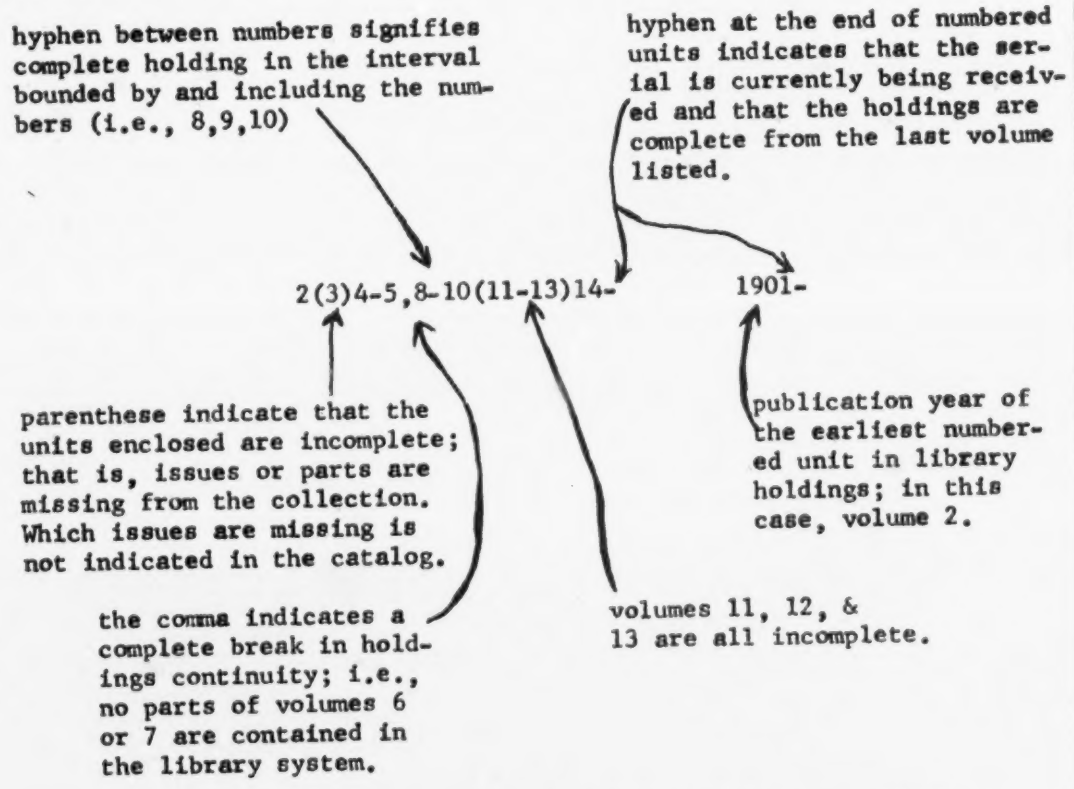
Periodicals Room

V. PERIODICAL LITERATURE cont.

16.

A sample of a more complicated holdings statement is given below:

General: The holdings element consists of two parts; to the left, a string of numbers and other symbols recording the library holdings of numbered units (volumes, tomes, Band, etc.); to the right, the date of publication of the earliest volume in the library. When holdings are shelved in multiple locations the date is shown only on the holding with the earliest volume.


hyphen between numbers signifies complete holding in the interval bounded by and including the numbers (i.e., 8,9,10)
hyphen at the end of numbered units indicates that the serial is currently being received and that the holdings are complete from the last volume listed.
2(3)4-5,8-10(11-13)14-
1901-
parenthese indicate that the units enclosed are incomplete; that is, issues or parts are missing from the collection. Which issues are missing is not indicated in the catalog.
publication year of the earliest numbered unit in library holdings; in this case, volume 2.
the comma indicates a complete break in holdings continuity; i.e., no parts of volumes 6 or 7 are contained in the library system.
volumes 11, 12, & 13 are all incomplete.

According to this statement the following volumes of the periodical are incomplete: _____. The hyphen following "14" means that _____.

3,11-13 holdings are complete from that point to date

A statement giving information on which volumes are in the library system is called a _____ statement.

holdings

UNIVERSITY OF COLORADO LIBRARIES

V. PERIODICAL LITERATURE cont.

17.

The following citation was taken from the most frequently used periodical index, called the _____ _____ _____ _____ _____.

"When brains take over factories." il.
U.S. News 56:83 F 24 '64.

This article appears in _____ _____ (title of magazine) volume no. _____, page no. _____, date _____. The procedure for finding this bound periodical is:

1. Look under the title of periodical in the _____ _____ _____.
2. Check the location notes to determine whether the volume is in Norlin stacks or in a branch library.
3. Check the _____ statement to determine whether or not the library has the volume needed.
4. Copy down the _____ _____ which serves as a locating device.
5. If the location is "Norstax," check the _____ chart to determine on which tier of Norlin stacks the call number is shelved.
6. Go to the area indicated.

To find a current issue of the same title check the title in the Catalog of Serials to determine whether the issues are shelved in a branch library or in the general _____ Room.

Reader's Guide to Periodical Literature

U.S. News

56, 83, F 24 '64

Catalog of Serials

holdings

call number

location

Periodicals

VI.

REFERENCE BOOKS

1.

Two major approaches to finding information in the library have been presented so far.

To find appropriate books look in the _____ _____ and

then check the _____ _____ against the location chart in the lobby to find where the book is shelved. To find information in

periodicals, look in one of the printed periodical _____ such as Readers' Guide to Periodical Literature in order to compile a list of the appropriate articles. Then look up the title of the periodical in the _____ _____ _____ to find its location in Norlin or in one of the branch libraries.

card catalog

call number

indexes

Catalog of Serials

2.

The third major approach to finding information in the library is through reference books which present data in the various disciplines arranged for convenient use. These books will either give the information directly, as in dictionaries and encyclopedias, or tell where it may be found, as in indexes and bibliographies.

A third major approach to finding information is through _____ books.

reference

3. - DICTIONARIES

Dictionaries are, perhaps, the most basic of all reference books as they deal with words and their meanings. In addition to defining terms and citing correct spellings, dictionaries also give pronunciations, etymology (historical derivation of the word), grammatical usage, syllabication, and synonyms. Standard dictionaries, both unabridged and abridged, are located in each of the branch libraries, and there are circulating copies located by call number in the stacks.

Dictionaries can be used to find the definition of terms and also to

find information regarding _____, _____, _____, _____.

spelling
pronunciation
etymology
usage

VI. REFERENCE BOOKS cont.

4. - DICTIONARIES

Dictionaries may range from a one-volume desk dictionary to the twelve-volume set of the Oxford English Dictionary which frequently devotes many pages to the complete history of a word with quotations showing how the meaning has changed over the centuries. Dictionaries may also range from general, comprehensive volumes such as Webster's New International Dictionary to specific subject dictionaries covering the terminology in a single field. A few examples of the numerous specialized subject dictionaries are given below:

Columbia Dictionary of Modern European Literature
Condensed Chemical Dictionary
Current Abbreviations
Dictionary of American History
Dictionary of Architecture
Dictionary of Economics and Business
Dictionary of Philosophy and Psychology
Dictionary of Slang and Unconventional English
Harvard Dictionary of Music
Oxford Classical Dictionary

From the examples of specialized subject dictionaries given above, choose the appropriate title for finding:

A. a definition of psychosis: _____ ____ _____

_____ _____ _____.

B. a brief description of French symbolism as a literary movement:

_____ _____ ____ _____

_____ _____

C. the meaning of "rat fink" or "cool cat": _____ ____

_____ _____ _____ _____.

Dictionary of Philosophy and Psychology

Columbia Dictionary of Modern European Literature

Dictionary of Slang and Unconventional English

VI. REFERENCE BOOKS cont.

5. - ENCYCLOPEDIAS

Encyclopedias, either general or related to a specific field, present background information on a subject. They are generally arranged alphabetically and contain articles ranging from a few paragraphs to several pages, usually accompanied by bibliographies leading to more comprehensive studies. All of the branch libraries have at least one set of a general encyclopedia as well as the subject encyclopedias appropriate to their fields. Examples of a general encyclopedia and several specialized subject encyclopedias are given below:

Encyclopaedia Britannica

Cambridge Medieval History
Encyclopedia of Painting
Encyclopedia of Philosophy
Encyclopedia of Science and Technology
International Encyclopedia of the Social Sciences
Worldmark Encyclopedia of the Nations

To find a specialized article on "Existentialism" choose from the examples of encyclopedias the appropriate title: _____

_____ _____. Of course, information on this subject can also be found in a general encyclopedia such as _____

_____ _____.

Encyclopedia of Philosophy

Encyclopaedia Britannica

VI. REFERENCE BOOKS cont.

6. - YEARBOOKS

Yearbooks contain vast amounts of useful information in concise form and are among the best sources to use in order to find current factual information such as statistics or surveys of the present state of governments, history, economics, etc. Yearbooks may be general and comprehensive in coverage, or the may relate to one specific subject or one specific country. Some examples of yearbooks are:

Americana Annual (and other encyclopedia yearbooks supplementing the "parent" encyclopedia)
Commodity Yearbook
Economic Almanac
Statesman's Yearbook
Statistical Abstract of the United States
United Nations Yearbook
World Almanac and Book of Facts

Reference books which answer questions on current trends and events are called _____. From the examples above choose the appropriate title for finding the number of aliens deported from the U.S. in 1967: _____ _____ _____.

yearbooks

Statistical Abstract of the United States

7. - SPECIALIZED INDEXES

Specialized indexes aid in locating specific plays, poems, speeches, essays, quotations, etc., which have been published in anthologies, magazines, or collections. The items are usually listed under subject, author, and title when applicable, and a citation is given to the source in which this particular item is found. There are also specialized indexes leading to criticism of poetry, short stories and novels. Some of the most useful of these specialized indexes are listed below:

Essay and General Literature Index
Familiar Quotations
Index to Illustrations
Index to Poetry
Play Index
Poetry Explication
Short Story Index
Speech Index
Twentieth-Century Short Story Explication

To find information in composite works, use a specialized _____.

From the examples above choose the appropriate title for finding an anthology containing Thornton Wilder's play, Our Town: _____ _____.

index

Play Index

VI. REFERENCE BOOKS cont.

8. - BIOGRAPHICAL SOURCES

Biographical sources are usually shelved in the Reference Department; however, those which are limited to a specific profession are shelved in the appropriate branch library. It is also important to remember that biographies may be found by checking in the subject catalog under the name of the person.

Biographical articles are often included in encyclopedias and sometimes in dictionaries and yearbooks. However, these sources are limited, and the information is, of necessity, brief and must often be supplemented by some of the reference books specifically designed to give biographical information. These works may be universal in scope, or they may be limited by geography, time period covered, or profession as in samples listed below.

American Men of Science
Current Biography Yearbook
Dictionary of American Biography
Twentieth Century Authors
Who's Who in America

From the examples listed above choose the appropriate title for finding a biography of:

1. George Bernard Shaw _____ _____ _____
2. George Washington _____ ___ _____ _____
3. U Thant _____ _____ _____

Twentieth Century Authors
Dictionary of American Biography
Current Biography Yearbook

VI. REFERENCE BOOKS cont.

9. - BIBLIOGRAPHIES

Bibliographies (lists of books, articles, and other materials) are used either to verify information about a particular book or to choose a book for a particular purpose. Like the previous reference books described, bibliographies may be general or very specific in their coverage. Bibliographies fall into five major categories: 1) lists of works on a particular subject, 2) lists of works by a particular author, 3) lists of works published in a particular country or language, 4) lists of works located in a particular library, and 5) lists of bibliographies, often called "bibliographies of bibliographies." Examples of each are given below:

Cambridge Bibliography of English Literature
Allen, Francis H. A Bibliography of Henry David Thoreau
Cumulative Book Index
U.S. Library of Congress. Catalog of Books
World Bibliography of Bibliographies
Bibliographic Index

A. A list of books, articles, and other materials on a subject is called a _____. bibliography

B. From the list above choose a bibliography of works located in a particular library: _____ _____ ___ _____ _____ ___ _____. U.S. Library of Congress. Catalog of Books

VI. REFERENCE BOOKS cont.

10. - REVIEW OF REFERENCE BOOKS

Using the list of reference books on the right fill in the blanks with the title of the reference book most likely to provide the correct answer. Check your answer against the responses on the reverse of this page.

To find a list of biographical articles on Leonard Bernstein

_____

To find how the meaning of the word "fellow" has evolved with quotations to illustrate.

_____

To find a complete list of the writings of Byron

_____

To verify the name of the publisher and publication date of Hemingway's Farewell to Arms

_____

To find a list of bibliographies on the subject "crime"

_____

To find an essay on academic freedom

_____

To find a short story of John O'Hara which was not published separately

_____

To find a statistical table on the U.S. population from 1890-1960

_____

To find a biographical sketch of Thomas Jefferson

_____

To find a biographical sketch of Robert Kennedy

_____

1. Essay and General Literature Index
2. World Almanac & Book of Facts
3. Cambridge Bibliography of English Literature
4. U.S. Library of Congress Catalog of Books
5. Dictionary of American Biography
6. Current Biography
7. Short Story Index
8. Biography Index
9. Bibliographic Index
10. Oxford English Dictionary

VII.

GOVERNMENT DOCUMENT PUBLICATIONS

1.

Government publications will greatly enrich any studies or term papers. Most people do not realize what a wealth of varied material is published by the U.S. Federal Government as well as by city, state, and foreign governments, and by international agencies such as the United Nations. These pamphlets and books cover such diverse subjects as astronautics and space, sports, camping, biological, physical and social sciences, homemaking, agriculture, education and many more, as well as the usual government reports such as those issued by Congress, the Supreme Court, or the Office of the President. In fact, the various governments comprise the largest and most versatile publishers in the world.

Valuable publications are issued by many agencies of the federal government as well as by _____, _____, and _____ governments.

city, state, foreign

2.

Material published by any official government agency, from local ordinances to the yearbook of the United Nations are collectively called "government documents" and are handled in a different manner from the rest of the library collections. In Norlin Library this collection is located in the Government Documents Library (see Directory) and is treated as a separate library with its own system of classification, its own catalogs, and its own printed indexes. These publications are not listed in the public catalog.

Any publication of any government agency is called a _____ _____. Because these publications are not listed in the Public Catalog, it is necessary to consult the indexes in the _____ _____ _____ in order to find them.

Government

Document

Government Documents Library

3.

Because the Government Documents Library is a depository for all U.S. government documents issued for public use, it is practical because of the sheer bulk of these materials to use the classification system of the Superintendent of Documents in Washington D.C. This system arranges documents by the issuing agency, then by series, and then chronologically.

According to the Superintendent of Documents classification system, all government documents are grouped together by the _____ agency.

issuing

1. Biography Index

2. Oxford English Dictionary

3. Cambridge Bibliography of English Literature

4. U.S. Library of Congress Catalog of Books

5. Bibliographic Index

6. Essay and General Literature Index

7. Short Story Index

8. World Almanac & Book of Facts

9. Dictionary of American Biography

10. Current Biography

VII. GOVERNMENT DOCUMENTS cont.

4.

In order to group the documents according to issuing agency, a special call number is assigned each document. A government document call number utilizes colons and superior figures along with letters and numerals, thus distinguishing it from a Library of Congress or a Dewey call number. A government documents call number may look like this: GS2.8/7:791a

From the numbers listed below check the call number for a government document:

LA256
C12W3
c.5 _____

LC2.87:
891^2
c.3 _____

370.05
S53a
c.2 _____

LC2.87
891^2
c.3

5.

As noted in Frame 2, government documents generally are not listed in the public catalog. Instead they are listed in printed indexes which, like other government publications, are kept in the Government Documents Library. These printed indexes classify documents under the name of the issuing agency.

Usually, these indexes list the documents under subject as well as under the name of the _____ _____; some indexes also give the document's call number under which the publication is shelved in the _____ _____ Library.

issuing agency

Government Documents

VII. GOVERNMENT DOCUMENTS cont.

6.

Two of the most useful government documents indexes are listed below:

U.S. Superintendent of Documents. Catalog of the Public Documents ... March 4, 1893-1940. This is the standard index for the time period covered (1893-1940) and lists government documents under issuing agency, subject, and sometimes title.

U.S. Superintendent of Documents. Monthly Catalog of United States Government Publications, 1895-date. This is the most comprehensive index of current government publications listing documents under subject and title as well as under issuing agency. Annual volumes are used to supplement the Documents Catalog noted above.

Similar indexes are available for periods before 1893. Subject indexes as well as indexes to city, state, national, foreign and international publications are also available. All of these indexes and bibliographies are shelved in the Government Documents reference collection.

In order to find a listing of government documents on a specific subject, or by a government agency, consult one of the printed

_____ such as the Monthly Catalog of the United States Government Publications published by the _____ of _____.

indexes

Superintendent

Documents

7.

REVIEW: Documents on a great variety of subjects are published by government agencies including city, _____, _____, or international agencies. All of these publications are found in the _____ _____ Library. These documents are listed under the name of the _____ agency in the printed catalogs. Some of the catalogs list the documents call number which looks like this: (check correct number)

PS507 L5	_____	A1.38:951[2]	_____	813.51 H274f	_____

state, national, or foreign

Government Documents

issuing

A1.38:951[2]